United Nations ST/AI/2008/1

Secretariat

28 April 2008

Administrative instruction

Exhibits in publicly accessible areas at Headquarters in New York

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of setting out the procedures and arrangements concerning exhibits displayed in publicly accessible areas at Headquarters in New York, promulgates the following:

Section 1
Scope of application

The present administrative instruction shall apply to all exhibits proposed for display in publicly accessible areas at Headquarters in New York and authorized by the United Nations Exhibits Committee in accordance with the provisions of Secretary-General's bulletin ST/SGB/2008/6, entitled "United Nations Exhibits Committee".

Section 2
Proposals for exhibits

2.1 All proposals for an exhibit shall be submitted pursuant to section 4.1 of Secretary-General's bulletin ST/SGB/2008/6 and shall meet the following requirements:

(a) All proposals for an exhibit shall be submitted to the secretariat of the Exhibits Committee at least six months in advance of the proposed exhibit date. In the event that a proposal for an exhibit requires an accompanying letter of support, in accordance with section 4.1 of Secretary-General's bulletin ST/SGB/2008/6, such a proposal shall not be considered until the letter of support has been submitted to the secretariat of the Exhibits Committee. Proposals for an exhibit that are not submitted six months in advance will be considered by the Exhibits Committee only in exceptional circumstances and at its discretion;

(b) The proposal must be of high quality and include full details of the proposed exhibit, including a portfolio in electronic format containing all art/ illustrations/photographs and any text/captions.

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Section 3
Responsibility for the exhibit

The Secretariat department/office, separately administered organ or programme of the United Nations or organization of the United Nations system or permanent or observer mission to the United Nations that has submitted a proposal for an exhibit shall bear responsibility for the content of such exhibit. In the event that the proposal for an exhibit originates from a non-governmental organization, or another not-for-profit organization such as a foundation or museum, the entity formally supporting the proposal, as provided in section 4.1 of Secretary-General's bulletin ST/SGB/2008/6, shall bear responsibility for the content of the exhibit.

Section 4
Arrangements for the exhibit

4.1 All exhibits authorized by the Exhibits Committee shall be organized and coordinated with the Department of Public Information.

4.2 Exhibits shall be displayed as approved by the Exhibits Committee.

4.3 Corrections and/or changes requested by the Exhibits Committee shall be submitted to the secretariat of the Exhibits Committee at least one month prior to the exhibit date.

4.4 The text of ancillary material, such as invitations, brochures and promotional material, shall be submitted to the secretariat of the Exhibits Committee for review and approval before display or distribution.

4.5 All exhibits shall be prepared and displayed at no cost to the Secretariat with the exception of exhibits originating from a Secretariat department or office, which must be paid for by that department or office.

4.6. The Secretariat shall not be responsible for delivering, insuring, storing, installing, maintaining, dismantling, crating or shipping exhibits, for storage of shipping or packing cases during the exhibit, or for any related costs, with the exception of exhibits originating from a Secretariat department or office, in which case the department or office concerned shall be responsible for these matters.

4.7 The secretariat of the Exhibits Committee may change the dates and/or location of an approved exhibit when necessary. Under such circumstances, the secretariat of the Exhibits Committee shall give as much notice as possible to the entity that submitted or supported the exhibit proposal.

Section 5
Final provisions

The present administrative instruction shall enter into force on 1 May 2008.

(*Signed*) Alicia **Bárcena**
Under-Secretary-General for Management